



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH PROGRAM MANAGER III	41	A	10.230
HEALTH PROGRAM MANAGER II	39	A	10.217
HEALTH PROGRAM MANAGER I	37	A	10.232

SERIES CONCEPT

Health Program Managers provide administrative direction for programs related to maternal, child and family health, nutrition, disease control, or other health programs. Program management responsibilities include program development, implementation and evaluation, budget preparation and control, ensuring fiscal accountability and compliance with relevant policies and regulations, and supervision of professional and support staff. Positions in this series differ from Health Program Specialists who perform analytical work specifically related to the collection and analysis of data, identification of trends and preparation of statistical reports, and the development, implementation and evaluation of small narrowly focused programs.

Prepare, justify, implement and monitor program budgets; submit recommendations concerning personnel, equipment and supplies needed to ensure services are provided efficiently and effectively; develop and analyze data related to performance indicators, quality assurance data, number of clients served and related information; review historical data and make projections regarding program growth; review and approve expenditures; negotiate contracts for services; prepare, review and monitor contracts for expenditures and services provided.

Interpret State and federal laws, regulations, requirements and restrictions related to services provided by the program; develop and implement operational guidelines and directives; ensure compliance with applicable agency policies, regulations and statutes; establish and implement controls and procedures to ensure appropriate records and reports are prepared, maintained and submitted in accordance with requirements.

Plan, organize and oversee the work of professional, technical and support staff; assign, review, prioritize and delegate work to subordinate personnel; develop work performance standards and evaluate employee performance; initiate disciplinary action; ensure work performed is consistent with professional standards and applicable licensure requirements; submit a variety of reports to management regarding staff, production and special projects; analyze and resolve staffing issues and requirements.

Research, develop and write grant proposals to acquire funding for program enhancements or expansion; implement new services or programs according to granting agency requirements and ensure effective integration with existing programs and services; direct and participate in the preparation and maintenance of grants and budgets and other required documentation.

Develop program goals, objectives and service delivery procedures; develop and conduct surveys and assessments to determine health needs, incidence and prevention of disease, and significance of health problems of the population served; design, formulate, establish and implement methods, standards and data collection techniques to evaluate program outcomes and success; analyze, prepare and present data to administration, related programs and agencies, advisory boards, the legislature, and other interested parties; adjust priorities based on agency and program needs.

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SERIES CONCEPT (cont'd)

Work cooperatively with other agencies, professionals, civic groups, community leaders, and consumers at local, regional and/or statewide levels to identify health needs, issues and gaps in service; coordinate and participate in task forces and other work groups; establish new program directions, and draft legislation/regulations; develop recommendations regarding actions that affect ongoing and planned program services; testify, as needed, at legislative hearings to provide information on issues directly affecting operations and budgets; conduct public education, outreach campaigns, and promotional activities applicable to the program area.

Plan, organize and participate in special projects and activities; develop and prepare comprehensive narrative and statistical reports; conduct or attend meetings and conferences; prepare special reports and make presentations to a variety of groups in the community as required.

Perform related duties as assigned.

CLASS CONCEPTS

Health Program Manager III: Under general direction, incumbents perform the full range of duties described in the series concept and manage a staff which includes both supervisory and professional staff engaged in the provision of health-related services. Health Program Manager III's are the highest-level managers of a statewide or regional health program and are responsible for long range, broad-based planning and policy development, and controlling and administering multiple complex funding sources and budgets. Incumbents in this class report to a Bureau Chief and examples of positions allocated to this level include:

- 1) Manage supervisory and professional staff engaged in providing services through a regional Early Intervention Services program to families and children who have known or suspected developmental delays, are at risk of becoming developmentally delayed, and/or have chronic diseases. Clinic services include early intervention diagnostic, treatment and follow up services in areas such as speech/language, occupational and physical therapy, child development, psychology, nutrition, and other professional services provided by pediatricians, audiologists, and social workers. Intervention is provided in the clinic, home, school, daycare, and other settings. The clinics are staffed with over 25 subordinate personnel from a variety of professional disciplines.
- 2) Serve as a regional manager of the Health Care Quality and Compliance Bureau and carry out the policy and management directives, and provide guidance, oversight and supervision to a large multi-disciplinary staff that performs functions such as: service delivery; survey of medical and health-related facilities to include review of environmental health, patient safety, business operations, policy review, regulatory compliance and medical procedures for the purposes of licensure. The program manager directly supervises a regional-based staff of four subordinate supervisors and indirectly supervises nine Health Facilities Surveyor positions. Programs managed are complex, diverse, and broad in scope.
- 3) Assist the Chief of the Bureau of Child, Family and Community Wellness in Carson City in administration of the bureau and manage three sections of the bureau to include the Communicable Disease and Chronic Disease sections, and the Office of Minority Health. In addition, the incumbent has direct responsibility for the bill-paying function of the Children With Special Health Care Needs (CSHCN) Program and duties include, but are not limited to: developing performance based objectives;

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CLASS CONCEPTS (cont'd)

Health Program Manager III: (cont'd)

monitoring and collecting data; providing presentations to the public, training and other health care education; managing Requests for Proposal; negotiating and implementing contracts; and participating in the development of the annual Maternal and Child Health (MCH) Block Grant, Annual Report and the five-year MCH Needs Assessment. The program manager supervises a staff of approximately 21 professionals from a variety of disciplines, including subordinate supervisors, and nine program support staff.

Health Program Manager II: Under general direction, incumbents perform the full range of duties described in the series concept and supervise a staff which includes both supervisory and professional staff engaged in the provision of health-related services. Health Program Manager II's are responsible for long range, broad-based planning and policy development for a statewide program involved in health service delivery to at-risk populations with significant health issues, nutritional deficiencies, or other health related problems. The Health Program Manager II class is distinguished from the Health Program Manager I by the responsibility for supervising subordinate supervisors who supervise professional staff, and by the size and scope of the program managed.

An example of a position allocated to this level is the manager of the *Special Supplemental Food Program for Women, Infants and Children (WIC)* which provides nutritional information, education and assistance to women, infants and children who meet established eligibility criteria. The program manager administers a budget of approximately \$24 million and supervises six professional staff including subordinate supervisors and 20 program support personnel assigned to WIC clinics and satellites in various locations throughout the State and the central office.

Health Program Manager I: Under general direction, incumbents perform all or part of the duties described in the series concept for a relatively small program which is statewide in scope but has fewer subordinate professional and technical staff. Programs managed at this level typically consist of health education and prevention and tracking, analysis, and reporting of health related data for compliance with federal regulations and programs. This class is not to be used for individuals who work independently in implementing a narrowly focused statewide program and may supervise technical and clerical staff.

An example of a program managed by an incumbent at this level is the *Women's Health Connection, Breast and Cervical Cancer Early Detection and Prevention Program* which is a national program funded by the Centers for Disease Control, designed to provide information and education to medical providers and the public, provide for screening and examination of patients to detect cancer at the earliest possible stage, and establish and maintain comprehensive records and statistical data. The program manager administers a budget of approximately \$2 million and supervises a staff of four professionals and two administrative support personnel.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions in this series require professional licensure as a Registered Dietitian, Registered Nurse, or other professional licensure or registration at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Pursuant to NRS 632, a bachelor's degree from a school of professional nursing approved by the State Board of Nursing is equivalent to a bachelor's degree from an accredited college or university.

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM MANAGER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, human services, social science, behavioral science, special education or related field and five years of increasingly responsible professional experience in a health-related field, three years of which included budget preparation and control, program planning and evaluation, and interpretation and implementation of complex regulations. Of the three years of experience, two years must have included supervision of professional staff; **OR** one year of experience as a Health Program Manager II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: supervisory principles and practices involving professional licensure and standards of care in a multi-disciplinary setting. **Ability to:** plan, organize, coordinate and manage health, social, and other services for children who have, or may be at risk for developmental delays and/or chronic diseases; manage the activities, services, staff and physical facilities of a regional Early Intervention Services; coordinate the services of multiple therapeutic disciplines; network effectively and persuade service providers and community members to work collaboratively with the clinic; evaluate the needs of the service area and effectively tailor programs to the client population served; effectively communicate and relate to other individuals and groups; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: coordinate and integrate clinic services with local, State and federal programs and resources; participate in presentations, special committees and statewide conferences which provide training and develop policy and recommendations in related service areas.

HEALTH PROGRAM MANAGER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, human services, social science, behavioral science or related field and four years of increasingly responsible professional experience in a health-related field, two years of which included providing or coordinating the delivery of health care services, budget preparation and control, and the interpretation and implementation of complex regulations. Of the two years of experience, one year must have included supervision of professional staff; **OR** one year of experience as a Health Program Manager I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: program management principles and practices; techniques and principles of administration and fiscal management related to program operations; delegation of responsibility, workload analysis and coordination of the efforts of professional and support staff; contract development, negotiation and administration; grant application and administration procedures; principles of training and supervision; principles and practices of fiscal management as applied to developing initial budget recommendations and day-to-day maintenance of the legislatively approved budget. **Ability to:** organize, coordinate and direct the activities of professional staff and clinicians in a specified health program; effectively manage program staff engaged in providing and coordinating health services on a statewide basis; administer multiple program activities; resolve complex issues and problems related to health service delivery; *and all knowledge, skills and abilities required at the lower level.*

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM MANAGER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: principles, practices and current trends in planning, organizing, delivering and managing a public health program; federal, State and local health care systems; federal, State, and divisional rules, policies and statutes related to the legal parameters within which the program functions; State accounting and budgeting processes. **Ability to:** analyze workload indicators, organizational structures, conduct cost/benefit studies and make recommendations to facilitate the delivery of services to clients and increase the optimum level of professional services available to clients; monitor performance levels and analyze a variety of written and statistical information.

HEALTH PROGRAM MANAGER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, human services, social science, behavioral science or related field and three years of health-related professional experience, one year of which was supervisory and included providing or coordinating the delivery of health care services, budget monitoring, and interpretation of regulations, policies and directives related to health care delivery systems; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: principles, practices and current trends in planning, organizing, delivering and managing a public health program; federal, State and local health care systems; principles of training and supervision. **Working knowledge of:** program planning, management and evaluation; health programs, agencies and initiatives specifically related to disease prevention, health promotion and health awareness; administration of contracts and grants; budget preparation and control; principles of training and supervision; oral communication skills sufficient to make presentations to various groups in the community; writing skills sufficient to prepare reports, proposals, grant applications, recommendations and justifications. **Ability to:** plan, organize, coordinate and manage program activities; train, supervise and evaluate the performance of professional and support personnel; develop budget proposals and ensure fiscal accountability of the program to which assigned; analyze data related to health services provided to ensure efficiency and effectiveness of program staff and activities; interpret and explain complex regulations, requirements, restrictions and policies concerning health issues; work collaboratively with professionals in the health care field.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State personnel administration and purchasing procedures; organizational structure, policy directives, and mission of the agency; State and federal laws and regulations governing the health program to which assigned; principles of supervision and training; program promotion and public relations techniques; social, cultural, health, economic and demographic characteristics of populations targeted for program services. **Ability to:** effectively manage a statewide health promotion program; supervise professional clinicians and staff delivering health services.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	1/6/84R 1/24/84PC	7/11/81 6/5/81PAC	7/1/99P 10/2/98PC
REVISED:		12/19/85-12	
REVISED:		11/13/87	
REVISED:	8/19/88-3		
REVISED:	7/1/89P	7/1/89P	
	8/19/88PC	8/19/88PC	
REVISED:	7/1/99P	7/1/99P	
	10/2/98PC	10/2/98PC	
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG
REVISED:	1/7/10UC	1/7/10UC	1/7/10UC